

The Fair Work Agency readiness checklist

Seven checks for UK shift-based employers

The Fair Work Agency has been live since 7 April 2026, with powers to inspect employer records and issue penalties. Use this checklist to get your records and processes ready before its enforcement powers ramp up.

New: the six-year holiday record duty

From 6 April 2026, every UK employer must keep records proving they have met statutory holiday and holiday pay obligations, and keep them for six years. This covers irregular-hours and part-year workers. Failure to keep adequate records is a criminal offence in its own right.

Your seven checks

- Audit your holiday pay calculations**
Including rolled-up holiday pay for irregular-hours and part-year staff.

- Confirm six-year record retention**
Make sure you can store and retrieve holiday records for six years, in a format you could hand over on request.

- Check how holiday accrues**
For zero-hours, part-year and seasonal workers, where calculation errors are most common.

- Keep rotas, timesheets and break records together**
In one accessible place, not spread across paper, chat messages and inboxes.

- Review minimum wage**
For any unpaid time, such as unrecorded overtime or rounding that pushes pay below the rate.

- Document your statutory sick pay process**
So the way you handle SSP is consistent and evidenced.

- Name one person responsible**
For handling a Fair Work Agency request, so a visit does not catch your team cold.

Keep these records ready, automatically

Shiftbase keeps your scheduling, time tracking and absence management in one connected system, so rotas, hours and holiday records are captured as work happens, not rebuilt under pressure. Try Shiftbase free for 14 days at shiftbase.com

This checklist is general guidance, not legal advice. For the official position, see the Fair Work Agency pages on [gov.uk](https://www.gov.uk) and the Employment Rights Act 2025.